



**Denali Commission**  
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## Denali Training Fund Final Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

<b>Name of Organization:</b> Alaska Association of Municipal Clerks EN 786190	
<b>Name of Project:</b> Professional Development Training	
<b>Reporting Period:</b> 4/7/08 – 6/30/09	
<b>Contact Person:</b> Betty Svensson	
<b>Contact Number:</b> (907) 586-1325	<b>Email Address:</b> betty@akml.org
<b>Award Year:</b> 2008 - 2009	<b>Award Number:</b> 366-U
<b>Original Amount Awarded:</b> \$24,000.00	<b>Final Expenditures:</b> \$20,554.90
<b>Certification:</b> I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: <u>Betty Svensson</u> Dated <u>7/20/09</u>	

**1. A. In a few sentences, please describe the initial scope of your project.**

To provide 12 scholarships for clerks, from rural communities, to attend the Northwest Clerks Institute (NCI), accredited by the International Institute of Municipal Clerks. The NCI provides training to not only help rural clerks successfully perform essential local government functions but---hopefully---give them enough information and tools to keep them in their jobs longer. Trained longevity helps provide some stability and consistency for a community.

**B. Did you modify the scope or the budget at any time during this project? If so, please explain.**

The grant was amended to provide additional scholarships to rural clerks to attend the Alaska Association of Municipal Clerks (AAMC) Conference and the Advanced Academy, accredited by the International Institute of Municipal Clerks.

**2. A. How many people did your original proposal intend to train?**

12

**B. How many people did you ultimately train? Please attach a final list of participants, their community, certification and where they are employed.**

12 See attached list of participants.

**C. If there is a variance between original and final, please explain.**

**3. Please tell us about lesson(s) learned during this project.**

**4. Please provide a minimum of one success story for this project.**

The Denali Training Grant enabled me as well as my deputy to attend the 2008 Annual Municipal Clerk's Conference in Ketchikan. My deputy has worked in her position for nearly seven years and, due to budget constraints, this conference is the first that she has been able to attend. I understand the value of attending the conferences, from the training sessions to establishing a network with the other clerks and their staff; and I want my deputy to experience those benefits. My governing body will benefit as well. The Advanced Academy Training topic, "Managing Meetings and Handling Tough Situations" was very beneficial in that it made me evaluate how I conduct myself with my subordinates, peers, and my governing body and how I can improve that aspect of my position. Saying "no" in a positive way makes a big difference. The classes on Electronic Records Management and Incident Command were also very helpful. City Clerk - City of Cordova, AK

**5. Please attach a few photos with descriptive captions.**

Photos attached.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
City of Coffman Cove	AAMC Annual Conf.	Cert. of Completion	Nov. 9-11, 2008		City of Coffman Cove
City of Hoonah	AAMC Annual Conf	Cert. of Completion	Nov. 9-11, 2008		City of Hoonah
City of Galena	AAMC Annual Conf	Cert. of Completion	Nov. 9-11, 2008		City of Galena
City of Cordova	AAMC Annual Conf	Cert. of Completion	Nov. 9-11, 2008		City of Cordova
City of Cordova	AAMC Annual Conf	Cert. of Completion	Nov. 9-11, 2009		City of Cordova
City of Coffman Cove	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Coffman Cove
City of Gambell	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Gambell
City of Hoonah	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Hoonah
City of Koyuk	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Koyuk
City of Seldovia	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Seldovia
City of Tanana	NCI PD I	Cert. of Completion	June 1-6, 2008		City of Tanana
City of Gustavus	NCI PD II	Cert. of Completion	June 8-13, 2008		City of Gustavus